

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.mo.gov/acct>

Jack Dothage
Interim Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: December 6, 2004
RE: CRP and Overpayment Liability (2302) Corrections

The CRP Document Cross Reference Report (OFN070R1) posts to MOBIUS after the completion of each SAM II Financial nightly cycle. OA/Accounting has sent monthly notifications to agencies when CRP documents are listed on the Suspense File (SUSF) for 30 days or more or when a CR/CRP generates with an overpayment liability line(s). We issued these notices in the past months because we wanted to decrease the statewide turnaround time in this area by helping agencies understand how to correct these transactions. Also we were trying to help agencies resolve these issues timely because, as agencies already know, the amount of research time needed to resolve an issue generally increases the longer the issue is outstanding.

Because the majority of agencies are now correcting the CRP documents and 2302 balances in a timely manner, OA/Accounting will no longer send monthly notifications. We appreciate the effort that state agencies have made to correct these transactions to date. We are now asking for your continued cooperation with monitoring the daily OFN070R1 report on a routine basis to ensure that the CRP and overpayment lines are corrected promptly. All correction documents must be in accept status by the applicable fiscal year end deadline dates.

As a reminder, most overpayment liability account balances are associated with CRP document processing. However, some balances are also added to this account associated with CR document processing. As you know, the balance in the overpayment liability accounts for all funds needs to be zero prior to June 30 of each fiscal year. To determine the balance of the overpayment liability account by fund, agencies can run a financial data warehouse report against REF_BS_ACCOUNT_BAL. To obtain the individual documents that caused the overpayment liability balance, a financial data warehouse report can be ran against LED_LIABILITIES requesting all documents for their agency that contain a balance sheet account of 2302.

As you know, overpayment liability balances from prior fiscal years are corrected by processing a Non-Sufficient Funds (NF) document and a Cash Receipt (CR) document to apply the overpayment to a different receivable owed by the customer. If your agency has an account balance in the 2302 account associated with a prior fiscal year transaction, please ensure that the applicable NF and CR documents are processed prior to December 31, 2004. Sometime during the first quarter of CY2005, OA/Accounting will check the system to ensure that these balances have been cleaned up. If a prior year balance exists, OA/Accounting will take immediate action to ensure that the prior year balances are zeroed out.

OA/Accounting anticipates the issuance of the Financial CYE/FYE Memorandum prior to April 1, 2005. This CYE/FYE Memorandum will list specific document processing deadline dates. Please ensure that the necessary documents to correct the above transactions are processed timely. We would appreciate it if all correcting documents associated with transactions posted prior to June 1, 2005, are corrected within two weeks of the transaction posting on the OFN070R1 report. If any transactions are generated in June for the reason included in this memorandum, please ensure that the documents needed to correct the transactions are processed within one week of the transaction posting to the OFN070R1 report. For corrections that generate during the last half of June, we recommend agencies immediately take corrective action because the documents must be in accept status prior to the document deadline dates included in the CYE/FYE memorandum. OA/Accounting will also monitor CRP documents and the Overpayment Liability Account (2302) during the months of April, May, and June of each year and work with agencies to ensure that the all rejected CRP documents are cleaned off of SUSF and that the balance of the overpayment liability account for all funds is zero prior to June 30.

Thank you for your continued cooperation. Please distribute this information to all appropriate staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator may contact the Division of Accounting, Agency Customer Service Coordinators Desk for assistance.